

Management Team
Meeting Summary
5 South Last Chance Gulch, Helena, MT 59620
October 20 & 21, 2010

October 20, 2010

Team members in attendance were: Mike Ferriter, Mike Mahoney, Gayle Lambert, Rhonda Schaffer, Bob Anez, Jo Acton, Steve Gibson, Steve Barry, Pam Bunke, and John Daugherty

Team members absent: Diana Koch and Cathy Redfern

Department staff: Ken McElroy, Vicki Schiller-Long, McKenzie Hannan, and Myrna Omholt-Mason

Mike Ferriter called the meeting to order at 8:30 a.m.

- The director announced John Daugherty is the administrator of the Information Technology Division. Information Technology was a bureau within Health Planning and Information Services. The bureau was upgraded to division status in August, 2010.
- Eve Franklin has taken a job at DPHHS and will no longer be the department's liaison with the Governor's Office.
- The director reminded the team the importance of professionalism in the workplace. What some people find humorous could be offensive to others and urged everyone to be cognizant of that fact.

Vicki Schiller-Long, McKenzie Hannan & Ken McElroy

Human Resources Annual Report

- Ms. Schiller-Long and Ms. Hannan summarized the report that addressed the areas of: workforce profile/recruitment, exit interviews, worker's compensation, employee appraisals, employee grievances, unemployment insurance, and Family medical leave act (FMLA).
- Administrators asked that next year's report show the result of the grievances that have been filed. HR staff urged administrators to work with their assigned HR specialist at the first step grievance process.
- There has been a 93% increase in unemployment benefits. Performance issues need to be addressed early on to mitigate the number of terminations as well as hiring the right person for the job.
- There have been 91 FMLA claims filed this fiscal year compared to 210 last year. The FMLA law is very complex and time used for FMLA needs to be tracked per federal mandate. If a staff person is on FMLA, their time needs to be entered on their timesheet as taking FMLA as well as notifying the HR bureau.
- The staff survey had five areas where staff could rate satisfaction with the department: overall, teamwork, communication, department and personal

development. Only one out three employees responded. The survey showed decreased levels of satisfaction in the five areas which raised concern among team members. Given the low percentage of responses the team questioned whether it was an accurate representation of staff attitude. Suggestions were made to tie the survey with timesheets to remind staff to participate. The goal next year is to strive for 50% participation.

Rhonda Schaffer:

Inmate phone RFP

- A RFP was released in July for a new inmate phone system. Four companies will demonstrate their products and the ten year contract will be awarded the end of November. Phone rates will decrease by 50% when the new carrier comes on line. A flat rate per call will be charged and the department will be guaranteed \$23,000 in phone commissions that will be deposited in the inmate welfare fund. Riverside, Pine Hills, MSP, and MWP will be the four facilities covered by the new system.
- A working group from the four facilities (adult and juvenile representative) will be established to discuss software changes, debit cards, etc. The group needs to meet quarterly for effective management of the new system.

20 minutes or less cell phone usage

- Ms. Schaffer reported the department has terminated 42 cell phones far this year with a cost savings to the department of \$20.00 per month.
- Alltel was purchased by AT&T with the change-over taking affect Jan. 22nd. Ms. Schaffer stated that cell phone costs could increase and phone coverage in the eastern part of the state could also be problematic.

Fleet vehicle update

- Ms. Schaffer discussed the fleet vehicle policy paperwork and congratulated the agency's effort in complying with information required to track vehicle mileage/fuel costs/maintenance. Ms. Schaffer stressed the importance of reporting ending mileage on state owned cars by the 5th of each month and leased car mileage reported by the 25th of each month.
- The new fuel card policy was handed out and discussed. Employee ID numbers are now the pin numbers for the cards. With the new software system, non-fuel items that are charged on gas cards can be tracked. Administrators will review the bi-monthly reports pertaining to car usage in their division and report any questionable charges on the fuel cards.
- Vehicle use agreement forms require all employees to read/sign and return to Kim Dallas.
- If staff is involved in vehicle accidents, they will be notified to attend driver's education classes.

Meeting adjourned at 1:00 p.m.

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Team members absent: Diana Koch

Department staff: Gary Willems, Kara Sperle, Sam Casey, Trish Robles, Wanda Hislop, Clair Morrison, Sally Hilander, and Myrna Omholt-Mason

Guests: Pat Gervais and Ryan Lynch

John Daugherty

Population management

- The population projection sheets were discussed. A new category was added – male and female jail hold. Male prison beds increased while female prison beds decreased. Alternative to prison dipped in numbers while the prerelease numbers stayed steady. ISP reported an increase in numbers in August.
- The team agreed to use the 2010 population statistics for the upcoming legislative session.

Rhonda Schaffer

Budget Status report

- Budget projections were given to team members for the current fiscal year showing an anticipated \$930,000 shortage by mid-2011.
- The projected shortfall could be greater as extraditions, retirement payouts, lawsuits, inmate medical costs, and county jail rates are not figured in the calculations.
- Three areas of the budget: non-essential travel, training, and new hires will be closely looked at. The director will be the final sign-off on new hires.
- The administrators will meet with their staffs and budget analyst to discuss budget mitigation ideas. Those proposals will be brought to the roundtable in two weeks to share with other administrators.
- Budget presentation rehearsals will be held. Legislative leaders will be contacted and asked their opinion as to what depth of budget presentations they would like the department to do.

Gary Willems & Rhonda Schaffer

Contracts update

- The deadline for submitting quarterly reports is the 25th day of the month following the end of each quarter. The quarters are: October, January, April, and July.
- The reporting summary showed the first quarter of FY10 the department was 29.71% compliant in reporting; second quarter was 49.79%; third quarter showed 95.44%; and fourth quarter reflected the department was 99.59% in compliance. Ms. Schaffer and Mr. Willems offered their congratulations for a marked improvement.

Sam Casey, Trish Robles, Wanda Hislop and Clair Morrison

MSP staff presentation

- A power-point presentation was given by the MSP staff regarding the New Directions and STEPS programs. Both programs are through The Pacific Institute and MSP is very committed to continuing the training.
- The programs focuses on “what is right” with offenders as opposed to focusing on what offenders have done wrong.
- The Pacific Institute has a program called PX2 designed for juveniles that is based on cognitive psychology and social learning theory.
- 310 MSP inmates have completed the STEPS and New Directions programs.
- 495 department staff has completed the Investment in Excellence training offered by The Pacific Institute. The focus of the training is keys to unlock human potential and build extraordinary organizational performance and corporate culture.
- An offender interview video was shown to the team regarding how the STEPS program has impacted his life.

Steve Gibson and Rhonda Schaffer

Cost per day

- A worksheet showing FY 2010 contracted and state facilities cost per day was given to the team. There was discussion regarding the type of methodology to use in determining the accurate cost per day based on costs to run the facilities, how many offenders the department is responsible for and what is the cost per day to maintain services.
- Administrative costs for both state and contracted facilities are approximately 12 million per fiscal year.
- A revised worksheet was agreed upon by the team that will reflect the categories of: general fund dollars, outside medical costs, total costs, average daily population, cost per day, administrative costs, and administrative costs per day.

Armando Oropeza

Compliance monitoring unit (CMU) update

- The CMU discovered the Dawson County Correctional Facility's corrective action plan based on the 2009 compliance audit had not received a complete plan

follow-up. CMU, the facility, and the on-site contract monitor are working together to finalize the plan and it is in the final review phase.

- Elkhorn Treatment Center scored a 97% on the facility's first compliance review audit.
- Internal controls are moving towards a first draft as well as a revision of the secure care audit tool.
- A compliance monitoring calendar has been implemented for the next three years. The calendar covers secure care, prerelease centers, MASC and treatment facilities, and regional P&P offices.

Kara Sperle

20x10 update

- A worksheet was given to team members showing the results of Ms. Sperle's visit to Riverside relative to energy efficiency of their campus.
- The department will not reach the 20% energy savings goal. Ms. Sperle has been very diligent in contacting all DOC facilities and working with staff to address areas that could help the department reach the targeted goal.
- MCE has replaced regular lighting with LED's for a 50% savings.
- The Deer Lodge training building was discussed. The question was raised as to mothballing the building due to energy loss as well as ADA issues. The consensus of the team was more information is needed i.e., where training would be held as well as moving the staff offices that are now in the building, before a decision regarding the center can be made.

TEAM MEMBER COMMENTS

John Daugherty said that BOPP will pay for installing an antenna and repeater on the roof of their MSP hearing room to utilize their laptop computers during parole hearings.

The department will realize a \$3,000 per month savings by consolidating three computer servers with DofA.

MCE offenders CD players will be replaced with MP3's. Offender families will be able to communicate via the MP3's. Electronic messaging will be a part of the RFP and communications will be closely monitored.

Security threat group information will be input and tracked in OMIS and the E-Rim working group will be scheduled to meet in the near future.

Rhonda Schaffer stated her division has had four staff leave. Workloads will be spread out among existing staff and one position will not be filled this fiscal year. The department's final budget submission to OBPP will be November 15.

Steve Barry said that upper level positions need to be reviewed relative to classification status. Some positions have never been reviewed using the broadband system. Affected staff will be asked to provide real examples of what they do in their jobs. State Human Resources Bureau staff will work with DOC staff to develop job analyses and verify the accuracy of information provided relative to job duties of DOC staffers. Director Ferriter will review all job descriptions and classification determinations. Ken

McElroy will sit in on any audits of the positions. The end of December is the target date for completion of all affect staff job audits and any change in compensation will not be immediately affected

The emergency preparedness and policy positions have been posted. The paralegal position is under negotiation.

At the previous management team the issue of whether DOC staff should be subjected to tasing in order to become certified in using a taser was discussed. The decision was made **not** to require staff be tased. The MSP cell extraction team has requested they be allowed to volunteer if they want to take a taser hit.

A copy of the contracts policy was handed out and Mr. Barry pointed out that mutual aid agreements need to be listed in the definitions. Department MOU's need legal review. Changes to the existing policy are highlighted in yellow or red. Mr. Barry asked team members to review the proposed changes as the policy needs to be formalized as soon as possible.

Changes have been made to the on-call policy that will affect exempt and nonexempt employees. Mr. Barry asked team member to review the proposed changes and report back to him within ten days with suggested changes.

The scent policy (1.3.42) will be in effect for the department.

Sally Hilander talked about the victim notification project. The department has entered into an agreement with Montana Interactive that will take effect next year relative to electronic notification. She also stated that BOPP parole information has not been transferred into OMIS. A workgroup comprised of Pam Bunke, John Daugherty, Bob Anez, Linda Moodry, Annamae Siegfried-Derrick, Janet Cox, Sally Hilander, and a representative from BOPP will meet and decide who will have OMIS access to victim information.

Steve Gibson said organizational changes will be made at the Great Falls Transition Center regarding the director and the POII.

There has been mentioned by legislative staff in looking at the possibility of having Pine Hills co-educational as a cost saving measure.

Juvenile parole workload will be reviewed.

Gayle Lambert told the group that MCE industries program has lost a significant amount of business due to computers that were compromised by offender workers. Safeguards have been put in place as well as indentify the six offenders responsible.

There is a 33 man waitlist for beds at the work and reentry center.

MSU-B, through the Department of Labor, is the recipient of the Second Chance Act Grand funding of \$165,000. The grant is specifically for high risk female offenders who will be returning to the Yellowstone County area. A meeting is scheduled for Oct. 28th to map the process to achieve the best results from the grant moneis.

Ms. Lambert met with Ms. Schaffer. Production statistics were reviewed and as a result of the review, a decision was made to refund \$250,000 to the general fund.

The biomass project will be moved to the boot camp and wood for the burner will be purchased from MCE.

Cathy Redfern has been acting administrator in Health Services for four months. Her assessment is that certain areas of health services have been neglected. MWP medical contract RFP needs high priority and she stressed that all health care contracts will be reviewed.

Jo Acton said MWP has been experiencing behavior problems with some of the female offenders and a few staff has suffered physical injuries when dealing with the violent offenders.

A RFP for a new control system has been issued and the medical contract for the facility is being finalized.

MWP is working closely with MSU-B with the federal grant monies that deal with education opportunities for female offenders in establishing long term goals for the program.

Pam Bunke talked about the national interstate compact meeting she recently attended. One of the topics from the meeting was some states charge \$10.00 for every offender travel permit that is issued. The team members agreed this could be a way to help mitigate the budget shortfall.

The administrators of the regional prerelease centers and treatment coordinators will meet Oct. 27 at the work and reentry center in Deer Lodge. There will be a mid-management meeting schedule in November.

Mike Mahoney gave copies of MSP's reorganization of unit managers. There have been serious assaults by gang members in the high side kitchen. Based on gang behavior a new close custody management plan has been implemented.

The Ronald Smith case has been sent to District Court for review and determination if the execution date will be delayed or overturned.

Mr. Mahoney will invite freshman legislators to the facility for a tour to help them gain an understanding how the institution is run.

Mike Ferriter stated he's been assured from OBPP that education, public safety, and health care programs will be funded through the proposed Governor's budget.

He thanked the team members for a job well done and appreciates their dedication and diligence on their continuing efforts to review their respective division's budgets in light of the projected shortage.

Public comment

None

Next management team meeting

January date to be determined.

Meeting adjourned at 4:20 p.m.